

## Assigned Time for Exceptional Service to Students Call for Applications

**We are accepting applications for Assigned Time for Exceptional Service to Students for service performed during AY 2025/26. This program is open to all faculty unit employees.**

The Assigned Time for Exceptional Service to Students program was established through the faculty Collective Bargaining Agreement (CBA) to “provide assigned time to faculty employees who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort” (CBA 20.37). The purpose of this allocation of assigned time is to alleviate cultural taxation of faculty members who are Black, Indigenous, or otherwise Persons of Color, are LGBTQ+, or are of other marginalized identities.

### Activities That May Be Supported

- Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students
- The development and implementation of high-impact educational practices; curricular redesign intended to improve student access and success
- Service to the department, college, university, or community that exceeds the normal expectations of all faculty
- Assignment to courses where increases to enrollment have demonstrably increased workload
- Other extraordinary forms of service to students

### Application Process

The following application materials must be submitted **by 11:59 p.m. on Monday, January 20th, 2025** via email to [aps@humboldt.edu](mailto:aps@humboldt.edu) with the subject line *AY 25/26 Assigned Time for Exceptional Service Application*. **Note – Incomplete applications will not be reviewed.**

1. A narrative, not to exceed two (2) pages.
2. A current curriculum vitae (CV).

### Evaluation Criteria

- Demonstrated impact on first-generation, underrepresented, or historically underserved populations
- Demonstration that the impact on and/or quality of student experience could not be maintained without an increase in workload and that exceeds the faculty member’s work assignments/regular duties
- The quality of the activity demonstrates impact on student success and/or educational experience

## Timeline & Review Process

- **Monday, January 20, 2025** – Application materials due by 11:59 p.m. Email application materials to [aps@humboldt.edu](mailto:aps@humboldt.edu) with the subject line *AY 25/26 Assigned Time for Exceptional Service Application*.
- **Monday, February 3, 2025** – Professional Leave Committee (PLC) recommendations due to Provost
  - The PLC shall assign each proposal one of three ratings: Highly recommended, Recommended, or Not Recommended
- **Monday, February 17, 2025** – Provost decisions due to applicants
  - The Provost, in consultation with the appropriate administrator, shall make the final determination regarding the approval or denial of the proposal. If an application is denied, an explanation why the proposal was denied and the evaluation of the PLC shall be provided to the applicant.

## Report Requirement

Faculty receiving assigned time under this program shall provide a final report to the Provost via the Office of Faculty Affairs no later than the last day of the semester immediately following the use of the assigned time. Faculty are ineligible to receive further Assigned Time through this program until their report has been received. Reports can be emailed to [aps@humboldt.edu](mailto:aps@humboldt.edu).

## Appeals Process

Applicants may appeal the decision by the Provost to approve or deny their proposal. Decisions made by the Appeals Committee shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the CBA.

The Appeals Committee shall comprise one member of the Professional Leave Committee, two faculty Senators, and the Provost or designee who shall be a non-voting ex officio member. The Appeals Committee shall be appointed by the Senate Executive Committee.

Appeals of the decision made by the Provost shall be made, in writing, to the Chair of the University Senate and shall be filed no more than ten working days after the date upon which the Provost notifies the applicants of the decision. The Chair of the Academic Senate shall ensure the appointment of the Appeals Committee within ten working days of receiving the first appeal. The Appeals Committee shall complete their review in no more than thirty working days after receipt of the appeal. The Appeals Committee shall send the appellant notification of its decision.